



Capital Projects and Estates Manager

Job Description

Area	: Estates and Facilities
Salary	: £40,714 - £44,482
Hours of Work (Full-time/Part-time)	: Full time
Line Manager	: Executive Director of Capital Projects and Estates
Responsibility for	: Management of delegated projects; Leading and managing all sections of the Estates and Facilities Division; <i>and</i> Liaising with members of staff, learners, support staff and project professionals.

Main Purpose of Job:

- Responsibility for the management of delegated construction projects, taking a lead responsibility as directed.
- Leading and managing all sections of the Estates and Facilities Division and liaising with members of staff, learners, support staff and project professionals including the Health and Safety Officer.
- The post-holder will be a member of the College Leadership Team (CLT) and will work closely with the College Senior Leadership Team (SLT).

Key Duties and Responsibilities:

1. Provide strong, positive, and inspirational leadership at College Leadership Team (CLT) level to promote quality improvement in response to feedback from learners, parents, partners, employers, staff, inspectors, and accrediting bodies on the quality of services.
2. Assist with the full range of duties in the implementation of the College's Capital Projects.
3. Assist the Executive Director of Capital Projects and Estates on Higher Level on major projects, taking lead responsibility as directed.
4. Work closely with the Finance department to ensure accurate and timely invoicing and track/monitor payments and finance records.
5. Take a Managerial lead on identified reactive and planned maintenance projects relating to the management of Estates, Building and facilities of the College, providing an accurate up to date reports on progress as required.
6. Prepare, revise, and implement the College's Estates Strategy, including liaison with Finance on the associated financial management issues.
7. Prepare and produce regular reports on Estates, Facilities and Health and Safety performance for Governors and College management.
8. Ensure timely and cost-effective procurement and the efficient management of all works and services related to the operation, maintenance, and development of the Estate.
9. Maintain a close and effective working relationship with the Estates Team to achieve an effective and integrated efficient Estates service.

10. Manage services within cost and service level parameters in building and maintenance, capital development projects, health & safety, ground maintenance, management of utilities, leases, acquisitions, disposals, cleaning and facilities, waste disposal, mail rooms, security, purchasing, supplies and car parking.
11. Manage and develop staff within the area and ensure the necessary skill and competency levels are in place and developed.
12. Manage the Estates FM Software to ensure that all information is recorded correctly, reviewed and all outstanding works are completed within the appropriate period.
13. Initiate and lead on the continuous review of systems and processes falling within the area of responsibility to ensure that Health and Safety and compliance is available on relevant matters and to meet legal and statutory requirements.
14. Develop departmental targets and key performance indicators as part of the College's Self-Assessment process that are challenging and aligned to the College's overall strategic aims.
15. Ensure a comprehensive pro-active Maintenance Plan and good systems and documented procedures are in place to deal with re-active maintenance, strategically delivered, in line with the colleges Land and Property report.
16. Provide and receive complex information. Communicate Estates Strategy and technical information to senior managers and hold high level negotiations with contractors.
17. Contribute to the overall management of the Estates Team through participation of management team meetings.
18. Undertake feasibilities and issue weekly formal reports from the Colleges FM Software facility to the Executive Director of Capital Projects and Estates.
19. Ensure the accurate preparation and timely submission of all documentation to provide clear audit trails to satisfy both internal and external auditors.
20. Represent the College externally and develop appropriate business relationships with other organisations, representing the College on regional and national bodies where appropriate.
21. Undertake/commission a range of estates condition surveys and audits throughout the College campus.
22. Raises purchase orders in line with the Estates Budget and ensure works are carried out to a high standard.
23. Ensure compliance with Health and Safety legislation and regulations and Health and Safety policies and procedures.
24. Ensure effective support of teamwork, leadership, and motivation across the Estates Department.
25. Carry out Duty Manager responsibilities on a rota as part of the duty team.
26. To work with others to develop and maintain positive relationships with both internal and external service users, ensuring the delivery of high-quality responsive services.

Generic Duties and Responsibilities:

1. Promote a culture of innovation, excellence and equality.
2. Reflect the vision, mission and values of the College.
3. Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
4. Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
5. To actively contribute to the risk management of the College.
6. To positively promote and implement the College's strategies on equality, diversity, safeguarding.
7. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
8. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
9. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.



Capital Projects and Estates Manager Person Specification

Assessment Method					
Application Form	*Test	Interview	Psychometric Testing	Qualification Certificates	References

*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

Education and Qualifications					
<u>Essential</u>					
• HND/HNC or equivalent	✓			✓	
• SMSTS certificate	✓			✓	
• Full and valid UK driving licence	✓				
<u>Desirable</u>					
• Degree	✓				
• Chartered professional qualification in a property/built environment related discipline (architecture, building, engineering, surveying, facilities management)	✓				
Skills and Experience					
<u>Essential</u>					
• Extensive evidence of successful management of Capital projects and Estates in a customer focused environment		✓	✓		✓
• Line management/supervisory experience	✓	✓	✓		
• Up to date knowledge of health and safety legislation	✓	✓	✓		✓
• Experience of working with complex Building Management Systems	✓	✓	✓		✓
• Budget management	✓	✓	✓		✓
• A proven record of working to tight deadlines and achieving targets	✓	✓	✓		✓
• Relevant digital literacy skills	✓	✓	✓		
Personal Attributes					
<u>Essential</u>					
• Excellent inter-personal skills with ability to develop positive working relationships at all levels (internally and externally to college) and to translate ideas into actions	✓	✓	✓	✓	✓
• Emotional intelligence, self-awareness, and confidence	✓		✓	✓	✓
• Leadership qualities necessary to inspire others to embrace and implement plans with energy and enthusiasm	✓		✓	✓	✓
• Accuracy and attention to detail	✓	✓	✓		✓
• Excellent organisational skills, ability to prioritise and work effectively under pressure	✓	✓	✓	✓	

<ul style="list-style-type: none"> Demonstrate knowledge of and commitment to quality of opportunity and treatment for all members of the College community 	✓		✓			✓
Other Requirements for Employment						
<u>Essential</u>						
<ul style="list-style-type: none"> Enhanced DBS check 						

Updated January 2023